

Advertisement No: DERT/ICT/1/2023/27

Dated: Shillong the 16th September 2024

ADVERTISEMENT

The Directorate of Educational Research & Training invites applications from eligible candidates for the following post on contractual basis for a period of 1 (one) Year. The details are as under:

Sl. No	Position	Essential qualifications & Experiences	No. of Posts	Remuneration
1	Administrative Assistant	Qualification: Bachelor's degree from any recognized University with good computer knowledge. Experience: 1. At least 3-4 years experience of working in projects in the social sector. Preference will be given to candidates with experience in: 1. Monitoring and evaluation, supervision, co-ordination with district personnel, touring all districts & any other work as deemed necessary. 2. Maintaining records of content created, meta data (cloud based), tracking progress. 3. Organizing files, correspondence, drafting letters, minutes of meeting, coordinate & schedule meetings, follow-up work, coordination work with different departments, directorates, consultants, prepare notes, discussion points, status/progress updates, & documentation. 4. Coordinating workshops, webinar, VCs etc.	1	Rs 30,000/- p.m.

General Information

1. Applications will be accepted only through the Google Form link given below. Applications sent through E-Mails etc., will be rejected.
Google Form Link: <https://forms.gle/2ckCeG7UCbPxLdYA8>
2. The selection process will be based on academic qualifications and experience. Preference will be given to candidates with demonstrable skills.
3. Candidates should mention in their resume all the qualifications and experience in the relevant area over and above the minimum prescribed qualification and ensure that all details are complete and accurate.
4. Documents in support of (i) Detailed Resume (ii) All Qualifications Certificate (iii) Experience Certificate (iv) Schedule Caste/Schedule Tribe Certificate (if applicable) (v) Any One Photo Proof of Identity (Aadhaar Card/PAN Card/Voter ID/ Driver's License)
5. Age Limit: As per Government of Meghalaya norms.
6. In case of false or insufficient information /lack of proof to ascertain the eligibility of the applicant, their candidature will be summarily rejected.
7. The decision in all matters relating to eligibility, acceptance, or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of interview, will be final and binding on the candidates.
8. **The last date of receipt of application is 30th September 2024 (up to 5 p.m).**
9. Shortlisted candidates will be intimated via email which they have provided. The shortlisted candidate will need to appear for a personal interview. There will not be any travel allowance for the interview.


Director,
Directorate Educational Research & Training (DERT),
Meghalaya, Shillong.